



**State of Vermont**  
**Agency of Administration**  
**Department of Finance & Management**  
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*Adam Greshin, Commissioner*

**TO:** Department Business Managers **Adam Greshin**  
**FROM:** Adam Greshin, Commissioner, Department of Finance and Management, &  
 Doug Farnham, Deputy Secretary of Administration  
**DATE:** August 23, 2022  
**RE:** Funding for ARPA Administrative Positions

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In Act 74 (FY22 Big Bill) Section G.801, \$6.5 million ARPA was appropriated to the Agency of Administration “to address the statewide costs of administering these (ARPA) funds, including the costs of related limited-service positions.” Specific positions were authorized in Section G.802.

In Act 185 (FY23 Big Bill) Section G.801, an additional \$10.5 million ARPA was added to the FY22 appropriation to the Agency of Administration and an additional 29 ARPA-funded limited-service positions were authorized in Sec. G.800.

Many of the ARPA-funded limited-service positions perform work solely related to one specific ARPA-funded program and are funded directly by the appropriation for that program. However, the work performed by other positions is in support of multiple ARPA programs and cannot be limited to one specific program appropriation. Such positions performing work in support of multiple programs are to be funded by the \$17 million appropriated to the Agency of Administration as described above. Other Administrative funding requests will be considered based on availability of funds. To enable the funding for these positions authorized in both FY22 and FY23 or any other approved expenses, Finance & Management and the Agency of Administration require departments to use IDT Fund 21500 and interdepartmental grant transfers to access the \$17M administrative appropriation, as follows:

- Departments submit Excess Receipt Requests (ERRs) for spending authority in IDT Fund 21500.
- Departments spend out of IDT.
- At the end of each quarter, departments submit transfer requests for funding of the quarter’s expenditures to Ethan Hurley and Brenda Berry. The Agency of Administration, Financial Services Division reviews the requests and makes a recommendation to the Secretary of Administration for approval.



- Once approved, AOA-FSD follows VISION Procedure #7 and initiates a TSF interdepartmental grant transfer to departments as a funding source for the expenditures in the IDT Fund.
- AOA debits a grant expense account code in ARPA and departments credit IDT revenue account 495000 in the IDT Fund 21500.

This should be a familiar VISION procedure for department business offices. Please keep in mind the following guidelines:

- Excess Receipt Requests should be as detailed as possible – i.e. what position, what function, how long, etc.
- Hiring should not occur before ARPA program questionnaires have been submitted and reviewed by AOA. Finance & Management and AOA have established the above procedures for funding administrative expenses, however approval for hiring and position creation must follow the process outlined by the Department of Human Resources.

We welcome your questions or comments.